

Appendix A

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From: Justin Kopca [mailto:justin.kopca@dc.gov] On Behalf Of
Kopca, Justin
(OCFO)

Sent: Wednesday, February 09, 2005 3:34 PM

To: Knisley, Marti (DMH); Jeter, Joyce (DMH); Cheeks, Yvette; Cheeks, Yvette (DHS); Gilchrist, Yvonne (DHS); Foxworth, Rodney (DHS); Dearing, Winford (DMH); Pane, Gregg (DOH); Lamboy, Monica (DOH); Edwards, Cheryl (DOH); Shepherd, Deloras (DHS); Shepherd, Deloras (DOH); Carver, Jon (DOH); Richard, Micheal (CFSA); Moore, Delicia (CFSA); Donald, Brenda (CFSA); Schiraldi, Vincent (DYRS); Emanuel, Brenda (DYRS); 'jmaher@cfsa-dc.org'

Cc: Albert, Neil (EOM); Ferrell-Brown, Aretha (EOM); Dickinson, Lucille (OCFO); Molina, Bert (OCFO); McDonald, Gordon (OCFO); Allen, Dallas (OCFO); Meadows, David (OCFO); Okparaocha, Sunday (OCFO); Mattock, Tim (OCFO); Sivigny, Christine (OCFO); Nitz, John (OCFO); Fraser, Walter (OCFO); Murray, Freeman (OCFO); Bobb, Robert (EOM); Reiskin, Edward (EOM); Fernandez, Jon (EOM); Koon, Nicole (OCFO); Smith, Doug D. (EOM); Murphy, John (DHS); Lee, Carole (DHS); Shepard, George (DHS); Grant, Denise (DOH); Ferrand, Patricia (DMH); Tesfaye, Yoseph (DMH); Morris, Taman (OCFO); 'jmurphy@cfsa-dc.org'; Wilbon, Brian (EOM)

Subject: FY 2006 Special Studies-- Human Services Agencies

All,

Subtitle E (Fiscal Year 2006 Budget Submission), section 1042 (b), of the Fiscal Year Budget Support Act of 2004 ("BSA") requires that the Mayor include a special study with his FY 2006 budget submission to Council on expenditures and performance of the human services agencies (the legislation is attached).

In order to meet to meet the requirements of the legislation, we are requesting your respective agencies to provide the OCFO with the relevant fiscal and performance measure information. In order for the data to be compiled, analyzed and formatted in time for the Mayor's budget submission, we are asking agencies to provide all information back to OBP no later than COB, Monday, February 28th. All forms should be submitted electronically to Walter Fraser (walter.fraser@dc.gov). We understand this is a challenging deadline, but with the assistance of all of you, both program and fiscal, it is a deadline that can be met.

Specifically, attached are the forms and instructions to be used in reporting this information to the OCFO. Please note the following:

1.) There are two forms to be filled out for each agency activity under your respective agency's program budget structure, as reported in the budget books -- the Financial Form (Tab 1) and the Benchmarking Form (Tab 2).

2.) For agencies that have changed their program budget structure during fiscal years 2004-2006, agencies will need to separate forms for each fiscal year, based on the program budget structure that was in place for that fiscal year. For instance, if your agency had a program budget structure in place for FY 2005 and that structure is changing

for FY 2006, separate forms will have to be filled out for FY 2004/2005 and then for FY 2006.

To this point, a special note for DYRS-- this agency's information will be reported in the DHS information for FYs 2004 and FY 2005. For FY 2006, OCFO will work closely with agency staff to report on the requested information.

3.) To the extent your agency collects benchmarking information for any or all of the activities, that information should be provided.

OBP staff stands ready to answer any questions you may have with regard to this request. Questions or concerns on the performance measurement items should be directed to Christine Sivigny, OBP Branch Chief for Strategic Budgeting (202 724-3888). Questions or concerns on the financial items can be directed to Justin Kopca, OBP Deputy Director for Budget Formulation (202 727-1783). Technical questions or concerns on the forms themselves can be directed to Walter Fraser, OBP Information Technology Specialist (202 727-7473).

In closing, thank you in advance for your cooperation with this request and for your response.

Justin Kopca
Deputy Director for Budget Formulation
Office of Budget and Planning
202 727-1783

ENROLLED ORIGINAL

Sec. 1033. Fiscal impact statement.

The Council adopts the fiscal impact statement in the committee report as the fiscal impact statement required by section 602(c)(3) of the Home Rule Act, approved December 24, 1973 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(3)).

SUBTITLE E. FISCAL YEAR 2006 BUDGET SUBMISSION

Sec. 1041. Short title.

This subtitle may be cited as the "Fiscal Year 2006 Budget Submission Act of 2004".

Sec. 1042. (a) For each fiscal year, the Mayor shall submit a budget to the Council of which the local funds shall be consistent with the amount projected in spending for the previous fiscal year by the Council in the Council Committee of the Whole report on the Budget Request Act.

(b) The Mayor shall include as a special study with the fiscal year 2006 budget submission to the Council a comprehensive study of expenditures by the Department of Health, the Department of Human Services, the Department of Mental Health, and the Child and Family Services Agency, that analyzes the number of District residents served and the costs associated with the benefits and services provided by each agency. This analysis shall include:

(1) Determining the number of employees and proportion of employees who provide direct services to District residents, and the number and proportion of employees who provide administrative support and management oversight, for each activity in the agency's performance-based budget framework, as well as the total compensation devoted, respectively, to direct services and to administrative support and management oversight; and

(2) The number of District residents who receive benefits or services broken down by activity, as defined in each agency's performance-based budget format, and by whether the benefits or services associated with the activity are directly provided by District employees or by a District government contractor, the cost per beneficiary of services, and comparable data for surrounding jurisdictions and urban areas of similar size.

(c) The Mayor shall include, as a special study with the fiscal year 2006 budget submission to the Council, a study of expenditures by the Metropolitan Police Department, looking particularly at the use of overtime, broken down into the following categories:

- (1) Sworn versus civilian staff;
- (2) Local versus federal funding sources;
- (3) New program implementations versus court related mandates; and
- (4) Trends over the last five years as well as comparable expenditures in other

jurisdictions.

(d) The Mayor shall include, as a special study with the fiscal year 2006 budget submission to the Council, a study of expenditures by the District of Columbia Public Schools, particularly focusing on the expenditures of federal grants as compared to the federal grant expenditures in school systems of comparable size with a focus on the utilization of Title I funds.

ENROLLED ORIGINAL

Sec. 1043. Fiscal impact statement.

The Council adopts the fiscal impact statement in the committee report as the fiscal impact statement required by section 602(c)(3) of the District of Columbia Home Rule Act, approved December 24, 1973 (87 Stat. 813; D.C. Official Code § 1-206.02(c)(3)).

SUBTITLE F. UNCLAIMED PROPERTY DEMUTUALIZATION
PROCEEDS

Sec. 1051. Short title.

This subtitle may be cited as the "Unclaimed Property Demutualization of Proceeds Amendment Act of 2004".

Sec. 1052. The Uniform Disposition of Unclaimed Property Act of 1980, effective March 5, 1981 (D.C. Law 3-160; D.C. Official Code § 41-101 *et seq.*) is amended as follows:

(a) A new section 107a is added to read as follows:

"Sec. 107a. Property distributable in the course of a demutualization, rehabilitation, or related reorganization of an insurance company."

"(a) Property distributable in the course of demutualization, rehabilitation or related reorganization of an insurance company, shall be deemed abandoned 2 years after the date of the demutualization if, at the time of the demutualization:

"(1)(A) The last known address of the owner on the books and records of the holder is known to be incorrect;

"(B) The distribution or statements are returned by the post office as undeliverable; or

"(C) Funds distributed in the course of the demutualization, rehabilitation, or related reorganization remain uncashed; and

"(2) The owner has not :

"(A) Communicated in writing with the holder or its agent regarding the property; or

"(B) Otherwise communicated with the holder regarding the property as evidenced by a memorandum or other record on file with the holder or its agent.

"(b) Property distributable in the course of a demutualization, rehabilitation, or related reorganization of a mutual insurance company that is not subject to subsection (a) of this section shall be reportable as otherwise provided by this act."

(b) Section 117(d)(D.C. Official Code § 41-117(d)) is amended to read as follows:

"(d) The report as of the prior June 30th must be filed before November 1st of each year, but a report with respect to a life insurance company made pursuant to section 107 and a report

INSTRUCTIONS FOR FY 2006 SPECIAL STUDIES

FEBRUARY, 2005

**OFFICE OF BUDGET AND PLANNING
OFFICE OF THE CHIEF FINANCIAL OFFICER**

Financial Form Instructions

FY 2006 Special Studies

As part of the Special Studies request, human services agencies are required to submit budget and performance measurement data for each activity under their program-based budget structure. Separate instructions for filling out the benchmark form are provided below. Please complete one form per activity. All fields should be completed according to the guidance below:

1. **Agency Name:** Fill in name of Agency
2. **Program Name:** Fill in name of Program
3. **Activity Name:** Fill in name of Activity
4. **Agency Description:** Provide a description of the activity. This description should be consistent with what has been provided in the agency's strategic business plan.
5. **Brief Description of How Activity Funds are Spent:** Provide a brief description of how the funds for this activity are spent. For example, are the funds in the activity primarily for personal or non-personal services? How do the funds support the delivery of services within the activity?
6. **Performance Measures:** Provide the name of the performance measures associated with the activity, as well as the three-year data that is requested. Include all Result, Output, Demand, and Efficiency measures. (see note about Result measures)
7. **FTEs:** Provide the FTE totals associated with the activity, by funding source, for the three-year timeframe.
8. **Financial Data:** Provide the financial information for the associated activity, by funding source and by object class cluster, for the three-year timeframe. For FY 2006, please provide the approved baseline funding level.
9. **Span of Control:** Please include the appropriate breakout of staff, by management, service provider and administrative support level for FY 2006. For staff that is designated as "Other", please provide a brief explanation of those staff and their functions.

Benchmark Form Instructions and Tips

FY 2006 Special Studies

As part of the Special Studies request, agencies are required to submit benchmarks for each activity. Please complete one form per benchmark. All fields should be completed according to the guidance below:

- 10. Agency Name** – Fill in name of Agency
- 11. Program Name** – Fill in name of Program
- 12. Activity Name** – Fill in name of Activity
- 13. Agency POC** – Identify the agency's point of contact for this benchmark. Be sure to include:
 - Name
 - Phone number
 - E-mail address
- 14. Title of Benchmark** – Enter the name of the benchmark (e.g. Number of Finalized Adoptions per 100,000 population)
- 15. Time Period of Data** – The time period selected should be the most recent period for which actual data is already available. Use actual data for FY 2004 if available. Also, indicate if data provided is for fiscal years (FY) or calendar years (CY). Make sure that all jurisdictions, including the District, use the same year in the calculations.
- 16. Unit of Measure** – For example, specify if data unit is time (e.g., days), percent, per capita, per xx population, etc.
- 17. Benchmark Data** – Enter in the following components for each jurisdiction selected:
 - Jurisdiction Names (see the tips section of this document for guidance on selecting jurisdictions)
 - Actual Data Point
 - Data Source (e.g. provider report, federal report, internal documents, raw calculation or data provided by jurisdiction)
 - Contact at Jurisdiction (Name, Phone #, and E-mail of contact or Website for report)
- 18. Benchmark Description** –
 - a. Definitions of Terminology** – Define terminology used in benchmark (e.g., placement, reunification)
 - b. Calculations/Formulas** – Explain the methodology for calculating DC data (could be a straight count, or a mathematical equation to determine a rate, ratio, etc.)
 - c. Comments** – Add any comments you believe to be important in understanding the benchmark data. Please include some context for the data. For example, explain why DC has a higher or lower performance or rating compared to other jurisdictions. Or if a trend is evident, identify what factors you think are influencing the performance. In other words, what story do you think the data is telling and why?

TIPS FOR SELECTING JURISDICTIONS:

The legislation requesting these benchmarks calls for comparable data for a) surrounding jurisdictions and b) urban areas of similar size.

- State functions – only comparison data for Virginia and Maryland is required. You are not required to provide benchmark for other states.
- Local Government Functions – Select 3-5 surrounding local jurisdictions (cities and counties) that provide similar functions.
- Urban Areas of Similar Size – When selecting other urban cities of similar size, you may refer to the list of cities and their populations below.

Top 50 Cities in the U.S. by Population (2003) – Source: U.S. Census Bureau

1. New York, NY	8,085,742
2. Los Angeles, CA	3,694,820
3. Chicago, IL	2,869,121
4. Houston, TX	2,009,690
5. Philadelphia, PA	1,479,339
6. Phoenix, AZ	1,388,416
7. San Diego, CA	1,266,753
8. San Antonio, TX	1,214,725
9. Dallas, TX	1,208,318
10. Detroit, MI	911,402
11. San Jose, CA	898,349
12. Indianapolis, IN	783,438
13. Jacksonville, FL	773,781
14. San Francisco, CA	751,682
15. Columbus, OH	728,432
16. Austin, TX	672,011
17. Memphis, TN	645,978
18. Baltimore, MD	628,670
19. Milwaukee, WI	586,941
20. Fort Worth, TX	585,122
21. Charlotte, NC	584,658
22. El Paso, TX	584,113
23. Boston, MA	581,616
24. Seattle, WA	569,101
25. Washington, DC	563,384
26. Denver, CO	557,478
27. Nashville/Davidson, TN	544,765
28. Portland, OR	538,544
29. Oklahoma City, OK	523,303
30. Las Vegas, NV	517,017
31. Tucson, AZ	507,658
32. Long Beach, CA	475,460
33. Albuquerque, NM	471,856
34. New Orleans, LA	469,032
35. Cleveland, OH	461,324
36. Fresno, CA	451,455
37. Sacramento, CA	445,335
38. Kansas City, MO	442,768
39. Virginia Beach, VA	439,467



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Photos by: Ernest Grant, OCFO's Office of Communications